

COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

Administration and Support Division

Assumptions and Calculations

I. GENERAL ASSUMPTIONS

Authoritative Guidance

Authoritative guidance for the development of the Department's (CDPHE) budget request is found in the Office of State Planning and Budgeting's (OSPB) "Strategic Plan and Budget Request Instructions" for FY 2008-09. Additional direction for the application of Common Policies is provided by the OSPB and the Department of Personnel and Administration (DPA) in the OSPB's "Common Policy Instructions for the FY 2008-09 Budget Submission".

Appropriation Requests for Personal Services

Personal Services appropriation requests are calculated in accordance with the guidelines set forth in the OSPB-Budget Instructions. The fund splits are consistent with program line fund splits for FY 2007-08. Salary Survey increases from FY 2007-08, were included.

Appropriation Requests for Operating Expenses

Continuation of the FY 2007-08 Long Bill is requested for lines associated with operating expenses. In accordance with OSPB guidelines, calculations for operating expense appropriation requests do not include adjustments for inflation factors.

Appropriation Requests for Indirect Cost Assessments (*pending*)

Indirect Cost Assessment rates are applied to cash and federal programs, and then applied in the Department's administrative divisions to offset General Fund appropriations. Once OSPB approval and final JBC action has been taken on all line items, the Department will calculate an appropriate Indirect Cost Assessment request with fund splits. The previous year Long Bill appropriation is carried forward as an estimate at this time.

II. SPECIFIC ASSUMPTIONS USED TO CALCULATE APPROPRIATION REQUESTS

(A) Administration and Support

Personal Services

The request is made in accordance with the OSPB-Budget Instructions for personal services as outlined in the General Assumptions above.

Retirements

The appropriation for Retirements is a continuation of the FY 2007-08 Long Bill with requested Decision Items.

Health, Life and Dental

The appropriation request for Health, Life and Dental (HLD) is made in accordance with the OSPB Common Policy for Health, Life and Dental, which incorporates the split rates for health premiums provided by the DPA.

Short-Term Disability

The appropriation request for Short-Term Disability is made in accordance with the OSPB Common Policy for Short-Term Disability, incorporating the split rate provided by the DPA. Medicare (1.45%) and PERA (10.15%) are calculated and included in this request per the OSPB-Common Policy.

Salary Survey

The appropriation request for Salary Survey and Senior Executive Service is made in accordance with the OSPB Common Policy for Salary Survey.

Performance-based Pay Awards

The appropriation for Performance-based Pay Awards is based on 0.92% of base salary per Common Policy. PERA and Medicare allocations are included in this amount. The fund splits are determined by the Department.

Amortization Equalization Disbursements

The appropriation request for Amortization Equalization Disbursements is made in accordance with the OSPB Common Policy for Amortization Equalization Disbursements.

Supplemental Amortization Equalization Disbursements

The appropriation request for Supplemental Amortization Equalization Disbursements is made in accordance with the OSPB Common Policy for Supplemental Amortization Equalization Disbursements. This is shown as a “non-add” line as those funds are coming from the salary survey amount.

Shift Differential

In accordance with Common Policy, the request for Shift Differential is calculated at 80 percent of the sum of the total actual expenditures in FY 2006-07.

Workers Compensation

This item provides funding for payments made by departments to the DPA to support the State’s self-insured workers’ compensation program. The request allocation of premiums is provided by the DPA. Funding is cash funds exempt per the FY 2007-08 Long Bill.

Operating Expenses

The request is made in accordance with the OSPB-Budget Instructions for operating expenses as outlined in the General Assumptions above.

Legal Services

This category represents the cost of purchasing legal services from the Department of Law. For the FY 2008-09 request, OSPB Common Policy directs departments to use the base appropriation per the FY 2007-08 Long Bill calculated with the blended attorney/paralegal rate established during the FY 2006-07 figure setting process (\$67.77 per hour). Therefore, a total of 21,047 hours of legal services is requested at the final rate to be determined during the March 2008 figure setting for FY 2008-09.

Administrative Law Judge Services

This item includes funding for the purchase of administrative law judge and paralegal services from the Division of Administrative Hearings. The request allocation is provided by the DPA. Funding is cash funds exempt per the FY 2007-08 Long Bill.

Payments to Risk Management and Property Funds

The request allocation is provided by the DPA and combines "Property" and "Liability" premiums. Funding is cash funds exempt per the FY 2007-08 Long Bill, with a small amount of cash to cover a specific property.

Vehicle Lease Payments

The OSPB-Common Policy directs departments to request a continuation of the FY 2007-08 Long Bill appropriation. Additionally, one statewide non-prioritized Decision Item (Vehicle Replacements) modifies funding in this line.

Leased Space

The OSPB-Common Policy directs departments to use the base appropriation per the FY 2007-08 Long Bill with allowances for anticipated rate changes due to lease escalators for continuing agreements in FY 2008-09. The Department anticipates that the CY 2009 escalator will increase (though the property manager will not provide an exact amount until March 2008). Therefore, \$196,528 (cash funds exempt and federal) is requested in accordance with the Common Policy allowance.

Capitol Complex Leased Space

The request allocation is provided by the DPA and funded with cash funds exempt per the FY 2007-08 Long Bill.

Utilities

A continuation of the FY 2007-08 Long Bill appropriation is requested with the same fund split.

Building Maintenance and Repair

This line item contains the appropriation for maintenance and repair of the CDPHE's Cherry Creek Campus and the State's laboratory facilities. The request is a continuation of the FY 2007-08 Long Bill appropriation in accordance with the OSPB-Budget Instructions for operating expenses as outlined in the General Assumptions above.

Reimbursement for Board of Health

The request is a continuation of the FY 2007-08 Long Bill appropriation.

Indirect Cost Assessment (*pending*)

The request is made as outlined for Indirect Cost Assessments in the General Assumptions above.

(B) Special Programs**(1) Environmental Leadership and Pollution Prevention**

A continuation of the FY 2007-08 level of funding is requested for this program line.

(2) Health Disparities Grant Program

A continuation of the FY 2007-08 level of funding is requested with an adjustment for the projected A-35 revenues.

